

# Didja Know?



Do you know what the “rules” are for the use of the Government Travel Card (GTC)?

# Didja Know?



Do you know when you are authorized to use the GTC?

What are you authorized to purchase with the GTC?

# Didja Know?



Can you just use your personal “plastic”  
even though you have a GTC issued to  
you?

# Didja Know?



Do you know how to obtain a GTC?

Do you know what to do with your GTC if  
you leave the employment of our  
Agency?

# Didja Know?



So many questions!

We have the answers for you!

First off, let's address the *mandatory* use.

# Didja Know?



Did you know that the Travel and Transportation Reform Act of 1998 (PL 105-264) makes the use of the travel charge card mandatory for all official travel?

# Didja Know?



In a nutshell, it is mandatory to use your GTC for Official Travel.

That means you are NOT supposed to use your personal “plastic” for Official Travel.

# Didja Know?



But WHY???????

When I use my personal “plastic”, I  
get cash back bonus, etc!

And I *really* enjoy that!





# Didja Know?

I guess I will have to refer you back to that reform act..... “Travel and Transportation Reform Act of 1998 (PL 105-264) makes the use of the travel charge card mandatory for all official travel”.



# Didja Know?

This is also referenced in memorandum JFHQKS-LC-CAO, Subject: Travel Card Use and Travel Voucher Reimbursement.

This memo is attached, but can also be found in the USPFO folder on the “P” drive.



# Didja Know?

Next question: When can I use my GTC?



# Didja Know?

And the answer is: Only when the cardholder is on TDY orders.

See attached KSARNG SOP 37-1-10 dated 1 July 2007 or find it on the “P” Drive under USPFO.

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Next Question:

What can I purchase with the GTC?



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And the answer is:

- Airline Tickets
- Rental vehicles and fuel
- Lodging
- Meals
- Conference Fees
- Incidental Expenses



# Didja Know?

See attached KSARNG SOP 37-1-10 dated  
1 July 2007 and JFHQKS-LC-CAO,  
Subject: Travel Card Use and Travel  
Voucher Reimbursement.

Or find them on the “P” Drive under USPFO.

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Next Question: How do I obtain a GTC?





# Didja Know?

And the answer is: Contact the GTC administrator at USPFO, x1200.

See attached KSARNG SOP 37-1-10 dated 1 July 2007 or find it on the "P" Drive under USPFO.

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Next Question: I am leaving full-time employment with the Kansas Army National Guard.

What do I do with my GTC?



# Didja Know?

And the answer is: Pretty much the same answer to the last question.....Contact the GTC administrator at USPFO, x1200.

# Travel Card Use Voucher Reimbursement



Adobe Acrobat  
Document

# KSARNG SOP 37-1-10



Adobe Acrobat  
Document

# Travel and Transportation Reform Act



Adobe Acrobat  
Document

# Didja Know



Well, that about does it for this edition of “Didja Know”.

We hope you found it informative!

Stay tuned for more “Didja Knows”!